

The LSTA subgrant award is a binding contract between the recipient and the SC State Library. The recipient is agreeing to abide by all contract and LSTA statutory and regulatory requirements and to expend awarded funds as outlined in the approved application.

## SUBGRANT AWARD PROCESS

### STEP 1 – Call for Project Proposal

A call for proposals is issued between February and March of each calendar year. (See *Grant Cycle Calendar*)

### STEP 2 – Submission of Proposals

See “*Writing and Submitting LSTA Subgrant Project Proposals.*”

### STEP 3 – Review of Proposals

The SC State Library’s LSTA Proposal Review Committee selects projects for LSTA funding. (*The Committee consists of the State Librarian, LSTA Coordinator, Director of Library Development Services, Library Development Consultants and a representative from a public library, a partner organization and the University of SC’s School of Library and Information Science.*)

### STEP 4 – Selection of Proposals

The LSTA Coordinator notifies applicants of proposals selected and the deadline for submission of a final project application.

### STEP 5 – Submission of Project Applications

See guidance documents posted at “*Writing and Submitting the Final Project Application.*”

### STEP 6 – Grant Award

Upon approval of a project application, an official Grant Award Contract, signed by the State Librarian, is sent to a sub grantee (*recipient is the library or other organization, not an individual*).



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